

GRANTS PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for planning, developing, administering and coordinating the activities and services of a specific grant program for the County, i.e., Ryan White C.A.R.E. Act (federal grant). Responsibilities include monitoring compliance with governmental regulations and grant requirements, preparing all mandated reports, monitoring compliance and evaluating local service agency providers and making recommendations on grant money expenditure based on community need and service provision. The incumbent should develop expertise in the specific service area(s) and particular grant regulations for which they are responsible. In addition, the incumbent should have overall knowledge and ability in the development, administration, monitoring and evaluation of grant programs. This position will involve a significant amount of interaction with departmental and community staff, including service provider agencies. It will act in an advisory capacity to the local governing board of the specific grant and will be the liaison to the County department(s) working with the service providers. Supervision is received from a higher level administrative position in the department overseeing the grant. Supervision over the work of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Develops and submits annual federal grant application for funding of programs and services in specific grant area;
2. Assures that all annual grant Conditions of Award are met and are in compliance with according to federally established deadlines and prepares and submits Condition of Award and all other required reports to the appropriate federal agencies;
3. Acts as liaison to the County department overseeing the grant; provides all required reports and statistical and financial data to the local community Planning Council overseeing the grant, and represents the department at Planning Council and agency service provider meetings;
4. Develops expertise in the grant program area; must be knowledgeable in problems, needs and effective service provisions to ensure maximum program performance and compliance with contract terms, federal regulations, and quality assurance standards;
5. Assists the local Planning Council in conducting an annual Community Needs Assessment related to the specific grant program and in the development/update of the federally mandated Comprehensive Services Plan for the grant program; makes recommendations to Planning Council regarding needed services and funding allocation based on community needs assessments related to grant program and monitoring of the provision of services through review of statistical data and on-site visits as necessary;
6. Monitors service delivery contracts in the grant program area in such areas as primary health care, mental health, support services, legal services, transportation, substance abuse services and other areas as established in conjunction with the local Planning Council;
7. Develops, maintains and analyzes data to monitor and evaluate contract performance and to justify funding decisions; Establishes and maintains working relationships with local officials, voluntary agencies and community based organizations to promote the development and implementation of comprehensive program services; functions as a liaison to consumer and community groups for grant programs and services;
8. Serves on various federal, state and local committees for the purpose of securing information pertaining to grant program needs and coordinating service delivery;
10. Assists in the establishment of the local Planning Council membership and aids in the provision of support services for the Council.

GRANTS PROGRAM COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of grant contract development, monitoring, and evaluation in order to apply for and receive grants and monitor program services;
Thorough knowledge of the specific program area for grant program and knowledge of the specific problems, needs and available services for the population serviced by the grant;
Thorough knowledge of state regulations and federal guidelines governing grant programs in general and the specific program area of grant being administered;
Good knowledge of systems for data collection and analysis;
Good knowledge of the methods of program evaluation;
Good knowledge of the principles and practices of administration including budgeting, record keeping and data control functions;
Good knowledge of community resources available to meet the needs of the grant program population;
Ability to establish and maintain effective working relationships with a wide variety of people;
Ability to prepare and present reports and analyze statistical and financial data;
Ability to develop and monitor budgets;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:** (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree and two years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: The grant administration experience must be at the professional level. Secretarial support work in grant application and administration does not qualify for this position.

AM2202

ADOPTED: 01/01/05